



Charter Township of Elmwood General Donation Policy

Purpose:

To establish standards and procedures for the purchase, installation, and care of approved donated park improvements, or other Township public facility improvements, either as a result of a cash or a physical property donation. The Township and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Donated elements and their associate acknowledgements should reflect the character of the public facility. All elements will be installed in such a manner that will not substantially change the character of the property or its intended use.

Policy:

The Township Board may establish a list of items for which donations are being accepted. Individuals may provide a donation to cover the cost and maintenance for a specific item or may provide a cash donation that will be pooled with other donations to provide an item of the Township's choice. The Township Board may update and amend the Donation List at any time.

The Township may create specific fundraising campaigns that may have different requirements and recognition than this general donation policy.

An application in writing is required on a form provided by the Township. Applications received for items on the Township Donation List shall be reviewed by the Supervisor, or personnel appointed by the Supervisor. The Supervisor shall determine the cost of the item by receiving three cost estimates for the item, unless a specific style/type, has already been determined. The cost estimates will then be forwarded to the applicant. Once the applicant has deposited the appropriate amount with the Township, the Township shall secure the items and install as appropriate. Due to the weather and staffing levels, items may take up to a year to be placed.


From time to time, individuals may wish to donate towards an item that is not listed on the established Township Donation List. Applications for items that are not on the Township Donation List shall be forwarded to the Township Board for consideration. The Township Board shall review these items on a case by case basis and may amend the Donation List for this new item. All property donations shall be reviewed by the Township Board.

The Township has the responsibility to review donation applications and the authority to deny those that it determines would be inappropriate and/or that would predictably attract vandalism.

Donors may request a location for their donation, however, placement will be at the discretion of the Township. Placement should be supported by the Master Plan and Park and Recreation Plan whenever possible. Donating a specific item does not provide any right to priority use of the donation.

The Township has the duty to maintain the donation only for the expected life cycle of the donation. All donations become Township property. Elmwood Township reserves the right to relocate or remove donations if unforeseen circumstances arise due to its location, setting or to accommodate changes to the site.

“Green” items (i.e. trees, shrubs) will not receive a plaque or marker acknowledging the donation. Donations for “non-green” items will receive a plaque that shall be paid for by the applicant. Wording, location, and size shall be reviewed by the Township Supervisor to ensure that the language is appropriate. The Supervisor may forward specific or irregular requests to the Township Board for consideration. The Township may create a location on the grounds where green donations will be recognized.



Charter Township of Elmwood Township Donation List

February 2018

All Township Properties

Native Species Trees

Benches

Specific Properties

In addition to the above list, donations for items for specific properties are listed below.

Elmwood Marina

Fish Cleaning Station

Cherry Bend Park and Township Hall Grounds

Merry-Go-Round

Picnic Tables

Bathroom Pavilion

Greilickville Harbor Park

Interpretative Signage

DeYoung Natural Area

Brewery Creek Natural Area